

NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES

Division of Social Services

APPOINTMENT NOTICE

Notice of Expiration

Date: _____

Case ID No. _____

We are writing to tell you that your household will not get food stamps after _____ unless a member of your household completes a new application. Your application for continued benefits must be filed by _____ and you must be interviewed in order to keep getting food stamps. If we receive your application after that date, your benefits may be late. We've set your interview for _____. If your age or health makes it impossible for you to come in for the interview and you are unable to find someone to come for you, call us at _____. We will make other arrangements for your interview.

If all members of your household are now receiving Supplemental Security Income (SSI) or plan to apply for SSI, you may reapply for food stamps at the Social Security Office instead of filing your application at the Food Stamp Office. If you choose to do this, the Social Security Office must also receive your application by the date shown above. That office will send it on to the Food Stamp Office for processing.

The Food Stamp Office will give you an application form on the day you ask for one. You can ask for it in person, over the phone, or by mail, or someone else may get one for you. To begin the application process, you can complete the first page, tear it off, and mail it to the Food Stamp Office located at: _____

If you can't mail or bring the first page, someone else can do it for you.

It is important that the steps in the recertification process be followed in order for your household to get benefits with no break.

If you miss your appointment, you are responsible for getting in touch with your worker to set another one.

Failure to comply with all the requirements may result in your benefits being late or you may receive less than a full month's benefits.

When you are interviewed, please bring proof of the following items: _____

You must furnish all necessary information or request assistance from your worker if you are not able to get everything that is needed. At the time of your interview, you will be given at least 10 calendar days to provide verifications. When you complete the verification process, you will receive a separate notice explaining your food stamp benefits and your right to request a fair hearing. If you do not agree with the decision made on your case, follow the instructions on the Notice to Request a Hearing.

Sincerely,

Food Stamp Caseworker